



**USAID**  
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**Vacancy Announcement:** 2011-23  
**Open To:** All Interested persons  
**Position:** HIV/AIDS Health Systems Strengthening and Local Capacity  
Development Specialist (HSS LCD), FSN-10  
**Opening Date:** August 3<sup>rd</sup>, 2011  
**Closing Date:** August 16<sup>th</sup>, 2011  
**Work Hours:** Full-time; 40 hours/week

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USAID/BURUNDI is recruiting a key member of the USAID/Burundi health team and technical advisor to President's Emergency Plan for AIDS Relief (PEPFAR) Burundi on health systems strengthening and local capacity building. The job holder will be responsible for a broad range of planning, monitoring, coordination, capacity building and implementation of activities in health financing including performance-based financing, pharmaceutical management and procurement, strengthening human resources for health, leadership and governance capacity of the Government of Burundi (GOB) to create and enforce regulatory standards, increased participation in health sector development by non-state actors, improving information systems and participating in health and HIV-related policy development.

The job holder will play a key role in working with the GOB and other donors to ensure United States Government (USG) support in health systems strengthening is provided according to national plans and strategies, and that USG appropriately provides expert advice, financial support and other assistance in harmony with USG foreign assistance policies. The specialist will also be responsible for management of grant making processes to local institutions. The purpose is to ensure program sustainability through increased use of reliable partner country systems and institutions in line with the USAID Implementation and Procurement Reform Plan and USAID Local Capacity Development goals.

#### REQUIRED QUALIFICATIONS

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- A Master's Degree in public health or a related area (such as economics, organizational development, international health, social sciences) is required
- Five years of progressively responsible experience in the field of health systems' strengthening in developing countries is required. Demonstrated experience in: strategic planning, policy formulation, providing technical leadership, and program management in a developing country is required
- Level IV, knowledge of English and French, as well as Level III Kirundi or Swahili is required

#### TO APPLY

Interested candidates for this position should submit the Application Form DS-174 for Employment to the U.S. Embassy in Bujumbura. **A full position description is found on the bulletin board at the**

**Embassy, across from IMEX.** Copies of degrees/Certificates, Cover letters and resumes should be attached to the application.

DS-174 forms are available at the U.S. Embassy or on our website:

<http://burundi.usembassy.gov/employment-opportunities.html>

**CLOSING DATE FOR THIS POSITION: August 16<sup>th</sup>, 2011**

Applications must be received at the U.S. Embassy in Bujumbura by *12:00 am* on *August 16<sup>th</sup>, 2011*. Applications received after this date will not be considered.

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### **Full Position Description**

#### **HIV/AIDS Health Systems Strengthening Specialist**

##### **BASIC FUNCTION OF POSITION**

The job holder is a senior program specialist and key member of the USAID/Burundi health team and technical advisor to President's Emergency Plan for AIDS Relief (PEPFAR) Burundi on health systems strengthening and local capacity building. The job holder will provide strategic, technical, resource and administrative leadership for the management and coordination of the health systems strengthening and local capacity development components of the USAID/Burundi/PEPFAR Country Operational Plan (COP). The job holder is responsible for a broad range of planning, monitoring, coordination, capacity building and implementation of activities in health financing including performance-based financing, pharmaceutical management and procurement, strengthening human resources for health, leadership and governance capacity of the Government of Burundi (GOB) to create and enforce regulatory standards, increased participation in health sector development by non-state actors, improving information systems and participating in health and HIV-related policy development. The job holder will play a key role in working with the GOB and other donors to ensure United States Government (USG) support in health systems strengthening is provided according to national plans and strategies, and that USG appropriately provides expert advice, financial support and other assistance in harmony with USG foreign assistance policies. S/he will represent USAID's Health Systems Strengthening (HSS) portfolio with other USAID/Burundi Health Programs, USG agencies, the GOB and other Burundian institutions, and development partners. As the Local Capacity Development specialist, the job holder will be responsible for strengthening organizational, technical and financial management functions of Burundian organizations to effectively deliver their services. The specialist will also be responsible for management of grant making processes to local institutions. The purpose is to ensure program sustainability through increased use of reliable partner country systems and institutions in line with the USAID Implementation and Procurement Reform Plan and USAID Local Capacity Development goals.

**MAJOR DUTIES AND RESPONSIBILITIES:****Health Systems Strengthening*****Health Systems Strengthening Program Management 50%***

- Manage on a day-to-day basis all HSS projects/activities funded by USAID/Burundi; identify and resolve program issues, assure that all activities are carried out in a technically sound and cost-effective manner and assure that activities are carried out in accordance with all applicable Mission and Agency directives and requirements. The job holder may also be called upon to be the manager (Contracting or Agreement Officer Technical Representative (CO/AOTR)) of specific activities in the USAID/Burundi health portfolio.
- Plan and design new HSS projects and activities to meet Mission and Agency foreign assistance goals.
- Ensure monitoring and reporting systems are in place to assess progress in HSS assistance in achieving Mission goals; provide technical input in the development of performance monitoring plans (PMPs) for both specific projects and activities and for the USAID Burundi health team.
- Manage and oversee the HSS program budget and in coordination with Health and Financial Offices leadership; ensure that program/activity expenditures and pipelines are monitored and that corrective action is taken when needed; ensure appropriate and timely funding.
- Oversee the review and documentation of HSS implementing partner performance through regular site visits, routine reports, assessments/evaluations, and participation in technical working groups and other forums to monitor activities and verify asset use; ensure that issues are identified in a timely manner and that recommended follow-up actions are carried out. Participation in, support of, and responds to audits of assistance.
- Provide strategic, technical and administrative guidance on all supported HSS activities.
- Ensure that HSS activities are integrated into overall USAID-supported health activities, into PEPFAR/Burundi programs, and coordinate these activities with the MOH, other government bodies and civil society and private sector organizations to avoid duplication of efforts and programming gaps.

***Strategic and Technical Leadership in Health Systems Strengthening 20%***

- Provide analysis, expert advice, and recommendations to senior Mission management and staff regarding the formulation of Mission strategy for assistance in HSS and on the management and implementation of related activities in the Mission's portfolio; identify short and long-range achievable, sustainable strategies and participate, as required, in the development of Mission strategic plans, results analysis, resource requests, and other strategic planning and reporting documentation.
- Provide expert technical advice, leadership and strategic direction on HSS on behalf of USAID/Burundi in policy dialogue and planning undertaken in collaboration with Burundian authorities and partners, other USG agencies, and development partners;
- Represent USAID/Burundi at meetings, seminars and conferences on HSS.
- Determine the additional analyses, assessments, or reviews required for sound HSS strategies and activities; design and oversee the implementation of such analyses or assessments; and follow up as necessary.
- Participate in, coordinate, or manage USAID inputs into HSS-related assessments conducted in conjunction with other USG Agencies, international organizations, or other donors.
- Participate in the preparation of the COP, Semi-Annual Program Results, and Annual Program Results.

- Maintain close contact, provide technical advice, and engage in policy dialogue as appropriate with staff and senior representatives of, for example, the Burundian government, the Burundian civil society community, private sector entities as appropriate, international organizations, and foreign donors active in providing assistance, as well as with USAID implementing partners and other USG agencies.
- Lead coordination efforts between USAID's HSS implementing partners and facilitate coordination with other USG health, health services delivery and health systems strengthening partners as well as with concerned parties within Burundian and development partner institutions; represent USAID and proactively participate in coordination of activities and issues with GOB, other donor agencies, appropriate local public sector and non-governmental entities, Global Fund, and others.
- Continuously gather information about, and keep current on, developments pertaining to HSS in Burundi and reporting such developments as required to Mission management and staff.
- Represent USAID/Burundi at the CCM in its role of observer and as a full member if elected.

**Local Capacity Development (LCD) 20%**

The job holder will be responsible for management of grant making processes to local institutions, including:-

- Ensuring adequate engagement with local entities and players to ensure alignment of USAID funding with host country strategies & priorities,
- Ensuring USAID Forward and the Implementation and Procurement Reform Plan is mainstreamed into mission strategic planning and funding priorities,
- Working collaboratively with other technical teams (Financial Management, Program Development and Agreement Officers) during solicitation and grant making process to local institutions
- Ensuring adequate consultations to enable host country to take ownership of USAID-funded programs.

Technical assistance to local institutions will include the following:

- In collaboration with Financial Management, Program Development and Contracts Offices, undertake initial needs assessment of local institutional capacity on:
  - a. strengths that would make them appropriate for implementing USAID grants, as well as risk factors,
  - b. weaknesses/deficiencies in the organization that call into question the ability of the organization to implement USAID grants,
  - c. mitigation measures that can be undertaken with USAID assistance to reduce or eliminate the identified risk and deficiencies
- Continuously engage with local organizations during development of work plans and implementation of technical activities to ensure that satisfactory progress is being made and independently verify and document the progress
- Provide technical and managerial leadership to facilitate/ensure institutional capacity development to local institutions is achieved through strengthening of internal procedures, systems, and policies (leadership and governance; financial management; human resources; and fund raising)

Interact with other mission offices, regional bureaus, other USG agencies, and international organizations to further advance USAID Forward LCD goals.

- Coordinate preparation of reports, briefs, training and other means to promote and advance USAID Forward objectives on LCD
- Analyze non-governmental organization (NGO) to NGO and NGO to government networks in Burundi, and take responsibility for a preliminary institutional analysis of NGOs to identify possible mismatches

vis-à-vis governments, constraints to partnership, and resolutions; as well as likely complementarities, based on comparative advantage.

**Interagency Coordination 10%**

- Participates in inter-agency strategic planning and administrative meetings for purposes of discussing and developing strategies for HSS and local capacity building for enhancing the goals of the program. Such meetings may include representatives of other USG PEPFAR implementing agencies such as Departments of State, Defense, Commerce, and Health and Human Services, including Centers for Disease Control and Prevention, National Institutes of Health, and USAID.

**Note:** Incumbent may be required to carry out such other tasks related to USAID/Burundi HSS and LCD activities as might be assigned from time-to-time by Mission and Health Management.

**QUALIFICATIONS REQUIRED**

**a. Education:**

A Master's Degree in public health or a related area (such as economics, organizational development, international health, social sciences) is required

**b. Prior Work Experience:**

Five years of progressively responsible experience in the field of health systems' strengthening in developing countries is required. Demonstrated experience in: strategic planning, policy formulation, providing technical leadership, and program management in a developing country is required.

Experience in building the management and technical capacity of NGOs, civil society and/or indigenous organizations.

Minimum three years' demonstrated experience in planning, program management and implementation in capacity building programs, especially within a developing country context is required.

Demonstrated experience in working with donor funded NGOs, civil society organizations (CSOs), and faith-based organizations (FBOs) to develop institutional capacity.

Strong hands-on experience in management and supervision of NGOs, CSOs, and FBOs in developing countries.

**c. Post Entry Training:**

CO/AOTR, Project Management of contracts, grants and cooperative agreements training and other Agency-specific training are required.

**d. Language Proficiency:**

Level IV (fluency – speaking/reading/writing) English is required.

Level IV (fluency – speaking/reading/writing) French is required

Level IV (fluency) in either Kirundi or Kiswahili is required.

**e. Knowledge:**

In-depth expert knowledge of health systems strengthening issues and interventions is required, including HSS-related policies, regulations and precedents applicable to development and administration of national/international public health and development programs.

A sound knowledge of the main technical and substantive issues related to organizational development and capacity building is required.

Good working knowledge of the administration and management of cooperative agreements/grants/contracts is desired.

**f. Skills and Abilities:**

Strong oral and written communications skills are required to develop and maintain effective, sustainable working relationships for the achievement of results with diverse national and international working partners in a cross-cultural setting. The ability to clearly communicate new program and technical concepts to technical and non-technical counterparts is required.

Strong leadership skills are required to lead a results-driven team, motivate individuals and influence professional working groups.

Ability to readily analyze, understand, and discuss new program design, management, and implementation approaches as well as to identify priority actions, generate and complete work plans within short time frames is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports.

Ability to exercise considerable ingenuity and tact in applying guidelines to unique and different settings is required.

Demonstrated attention to details, excellent organizational skills, and personal initiative in the management of multiple tasks within tight time deadlines is required.

Considerable innovation will be required to influence other collaborative organizations engaged in health and development programs to adopt appropriate strategies for their program activities.

Intermediate user level of word processing, spreadsheets and databases is required.

High degree of judgment, maturity, ingenuity and originality to interpret strategy, to analyze, develop and present work and to monitor and evaluate implementation of programs.

Strong interpersonal communication and writing skills

Ability to work with diverse teams

**16. POSITION ELEMENTS**

**a. Supervision Received**

Directly supervised by the PEPFAR Team Leader.

**b. Available Guidelines.**

PEPFAR and agency strategic objectives and operating provisions, program handbooks. The COP, USG (including Agency and PEPFAR) and Ministry of Health rules, regulations, and policies issued both in writing and orally.

**c. Exercise of Judgment**

The incumbent is required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines and in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Balanced judgment must be exercised in setting priorities. The use of initiative and discretion is expected from the incumbent in dealing with inter-agency and Agency health sector personnel and other development partners to resolve problems that arise during the course of work--problems for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with officials of the ministries and the private sector, in

overseeing implementing agency activities and coordinating multi-sectoral efforts in support of the agency, PEPFAR strategic objectives.

**d. Authority to Make Commitments**

Position has no authority to make financial commitments. As CO/AOTR, position will have authority and responsibility as delegated in writing by the Agency Grants/Contracts Office to carry out Agency grants, contracts or cooperative agreement support commitments.

**e. Nature, Level and Purpose of Contacts**

Job holder must maintain frequent internal high-level contact with other Agency and PEPFAR counterparts to coordinate and cooperate with Health and HIV/AIDS programs in order to carry out joint strategies for HSS and LCD programs that achieve results. Contacts also include national, provincial and local government program managers and professional program staff, NGO directors, supply chain managers, and other public health professionals.

**f. Supervision Exercise**

Position has no direct supervisory responsibilities but as the senior technical expert provides work guidance to six employees and has a results-oriented working relationship with more than 25 implementing/cooperating partners, contractors and/or host country employees.

**Time Required to Perform Full Range of Duties after Entry into the Position:** One year